



Kern County Employees' Retirement Association

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## NAME CHANGE INFORMATION AND LEGAL DISCLOSURES

Prior to updating your name, please read the following important information:

***Active Members:*** If you are actively employed with Kern County or a participating Special District, you must change your name with your employer. However, KCERA still requires certain documentation. Please see below:

### **Marriage or Registration of Domestic Partnership**

If you are updating your name because of a marriage or registration of domestic partnership, you must provide KCERA with a copy of your marriage license or the Registration of Domestic Partnership. **You must also provide a copy of your current driver's license or state-issued identification card with the new change.**

### **Divorce or Termination of Domestic Partnership**

If you are updating your name because of a divorce or termination of partnership, you must provide KCERA with a complete copy of your divorce documentation, including the *Property Order Attachment to Judgment*, if applicable. KCERA's Legal Team will review and advise if additional documentation is required.

By signing the following Request form, I hereby certify I understand that KCERA's Legal Team must review and approve all divorce documents prior to all disbursements, therefore potentially causing a delay in the processing of my request.

# Name Change Request Form

## MEMBERSHIP STATUS:

Retired / Beneficiary / Alternate Payee (QDRO)

Deferred / Reciprocal

ACTIVE MEMBERS MUST MAKE  
CHANGES/CORRECTIONS THROUGH  
THEIR DEPARTMENT, NOT KCERA.

HOWEVER, KCERA STILL REQUIRES  
CERTAIN DOCUMENTATION. SEE BELOW

Former Name: \_\_\_\_\_  
Last First MI

New Name: \_\_\_\_\_  
Last First MI

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

*If Address above is a PO Box, you must provide a physical address:*

Physical Address: \_\_\_\_\_

**IS THIS CHANGE DUE TO MARRIAGE?** ☐ YES ☐ NO

If your name has changed due to marriage, you **must** provide KCERA with a copy of your marriage license.

**IS THIS CHANGE DUE TO DIVORCE?** ☐ YES ☐ NO

If your name has changed due to a dissolution of marriage or registered partnership, you **must** provide KCERA with a complete copy of your divorce documents, including the Judgment and any associated Property Order Attachments. Please be advised, changes to your account cannot be made until KCERA's Legal Team have reviewed and approved all court documents. KCERA cannot pay out any funds until all divorces have been cleared by Legal.

**All name changes must also be accompanied with a copy of your current driver's license or state-issued identification reflecting your new name.**

Signature

Date